

FSB Waiver Process

Purpose	To provide a formal mechanism for Flight Software Branch (FSB) development teams to request waivers from FSB standards and templates.
Scope	This process applies to all FSB standards and templates.
Entry	<ul style="list-style-type: none"> Team wishes to use a standard or process that deviates from FSB baselined standards. OR <ul style="list-style-type: none"> Team has developed a document, based on a FSB template, that deviates from some of the template content.
Exit	<ul style="list-style-type: none"> Waiver(s) granted OR <ul style="list-style-type: none"> Waiver(s) denied
Inputs	<ul style="list-style-type: none"> FSB Waiver Request Form filled out OR <ul style="list-style-type: none"> Document for review, with Waiver Appendix filled out
Outputs	<ul style="list-style-type: none"> Signed Waiver Request Form. OR <ul style="list-style-type: none"> Signed Document
Roles	<p>PDL, DTL, or TTL:</p> <ul style="list-style-type: none"> Submits Waiver Requests. <p>FSB Standards CCB CMO</p> <ul style="list-style-type: none"> Schedules consideration of Waiver Request at the next FSB Standards CCB meeting, or convenes a special meeting if request is urgent. Distributes Waiver Request to FSB Standards CCB members at least 1 week before the meeting. Records disposition of waiver requests. <p>FSB Standards CCB</p> <ul style="list-style-type: none"> Considers Waiver Requests. Recommends disposition of Waiver Requests. <p>FSB Branch Head</p> <ul style="list-style-type: none"> Considers FSB Standards CCB Recommendations. Approves or denies Waiver Requests <p>Consultant:</p> <ul style="list-style-type: none"> Not a permanent FSB Standards Member. Drafted temporarily to assist with technical issues
Tools	<ul style="list-style-type: none"> FSB Standards CCB web page at: http://fsw.gsfc.nasa.gov/Internal/StandardsCCB/ FSB Standards CCB document repository at: http://fsw.gsfc.nasa.gov/internal/DDB/DDB_Home.cfm?DDBName=StandardsCCB

Tasks	<ul style="list-style-type: none"> • Request Waiver • Prepare for FSB Standards Meeting • Consider Waiver Request • Disposition Waiver Request • Record Waiver Request Dispositions
Task: Request Waiver (PDL, DTL, or TTL)	<p>If the waiver is a deviation from a FSB Standard:</p> <ul style="list-style-type: none"> • Fill out a Waiver Request Form. • E-mail the Waiver Request Form to the FSB Standards CCB CMO. • Attend the FSB Standards CCB meeting to defend the request(s). <p>If the waiver is a deviation from a FSB Template:</p> <ul style="list-style-type: none"> • Develop the document • Keep track of requested deviations in the Waivers Appendix (normally Appendix B). • E-mail the completed document to the FSB Standards CCB CMO • Attend the FSB Standards CCB Meeting to defend the request(s).
Task: Prepare for FSB Standards CCB Meeting (FSB Standards CCB CMO)	<p>Distribute Waiver Request(s) to FSB Standards CCB members at least 1 week prior to meeting.</p> <p>Schedule a special meeting if the request must be dispositioned before the next scheduled meeting.</p>
Task: Consider Waiver Request (FSB Standards CCB; PDL, DTL, or TTL; Consultants as required)	<p>Discuss the waiver request(s) in the FSB Standards CCB meeting.</p> <p>Reach a consensus recommendation to approve or deny the request</p>
Task: Disposition Waiver Request (Branch Head)	<p>Consider FSB Standards CCB recommendation</p> <p>If the waiver is a deviation from a FSB Standard:</p> <ul style="list-style-type: none"> • Approve or deny the Waiver Request Form. <p>If the waiver is a deviation from a FSB Template:</p> <ul style="list-style-type: none"> • Approve or deny the Waiver Request Appendix
Task: Record Waiver Request Dispositions (FSB Standards CCB CMO)	<p>Record Waiver Request disposition(s) in the FSB Standards CCB minutes.</p> <p>Record the FSB Standards CCB minutes in the CCB Minutes repository.</p> <p>Archive electronic Waiver Request Form(s)</p>

Ownership

The FSW Branch Head is the owner of this policy. The FSB Standards CCB has approval authority.

Change History

Version	Date	Change
0.1	06/23/05	Initial draft.
1.0	06/30/05	Updated to include FSB Standards CCB suggestions.